



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES JULY 19, 2022

#### 1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, July 19, 2022 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Vice President Elaine Carmichael, Trustee Melissa Donoghue, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** Secretary Heather Booth and Trustee Beth Krotiak

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser, and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Approval of Consent Agenda

- a. Minutes of the regular board meeting June 21, 2022
- b. Communications log June 2022
- c. Director's report July 2022

**Motion:** Carmichael moved to approve the Consent Agenda, O'Malley seconded.

**Discussion:** Coen highlighted that June has been the busiest month since the start of the pandemic.

**Vote:** All in favor

**Motion passed**

#### 5) Open Forum:

a. **Public:** none

b. **Board:** nothing

c. **Director:** Coen introduced Assistant Director Colleen Seisser, and the new Business Administrative Assistant Michelle Mahlan; thanked Olsen for her 3 years of hard work as a member of the Library staff; provided an update on the progress of the 2nd floor renovation; and shared that staff would be at the Westmont Street Fair on Thursday.

d. **Staff:** Olsen expressed her sadness with leaving the Library and reaffirmed that it had been an absolute pleasure to work with Coen, the Trustees, and the Village staff.

#### 6) Additions and Deletions

**Motion:** Carmichael moved to include Additions and Deletions with Bills and Salaries, Donoghue seconded.

**Discussion:** None

**Vote:** All in favor

**Motion passed**

**7) Treasurer's Report**

**Motion:** O'Connor moved to file the Treasurer's Report for audit, Donoghue seconded.

**Discussion:** Carmichael asked about the new bill for First National Bank of Omaha, Olsen explained that this is the same credit card that we have been using, just the name of the remit bank has changed.

**Vote:** All in favor

**Motion passed**

**8) Bills and Salaries**

**Motion:** Donoghue moved to approve Bills and Salaries Report, Carmichael seconded.

**Discussion:** none

**Vote:**

Ayes: Carmichael, Donoghue, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and Krotiak -- 2

**Motion passed**

**9) Unfinished Business:** None

**10) New Business:**

**a. Board to consider a motion to approve the days closed for calendar year 2023**

**Motion:** Carmichael moved to approve the days closed for calendar year 2023, O'Malley seconded.

**Discussion:** Coen presented the proposed days closed including a floating holiday for January 2, 2022 (New Year's Day observed). Fichtel asked if any consideration had been given to add a day closed for Juneteenth. Coen responded that she will bring the discussion to the Policy Committee Meeting in September.

**Vote:**

Ayes: Carmichael, Donoghue, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and Krotiak -- 2

**Motion passed**

**b. Board to consider a motion to approve Library closure on Friday, September 30, 2022 for staff in-service training**

**Motion:** Donoghue moved to approve Library closure on Friday, September 30, 2022 for staff in-service training, O'Malley seconded.

**Discussion:** Coen stated that we have not had a staff in-service training since before the pandemic and stated active shooter training would be part of the training.

**Vote:**

Ayes: Carmichael, Donoghue, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and Krotiak -- 2

**Motion passed**

**11) Executive Session:** According to 5 ILCS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

**Motion:** Donoghue moved to adjourn to executive session at 7:14 p.m., Carmichael seconded.

**Discussion:** none

**Vote:**

Ayes: Carmichael, Donoghue, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and Krotiak -- 2

**Motion passed**

## 12) Resume Open Session

The resumption of Open Session was called to order at 7:26 p.m. by Board President Jason Fichtel

**Roll Call**

**Present:** Vice President Elaine Carmichael, Trustee Melissa Donoghue, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

**Absent:** Secretary Heather Booth and Trustee Beth Krotiak

**Staff present:** Director Julia Coen, Assistant Director Colleen Seisser, and Administrative Assistant Julie Olsen

## 13) New Business (continued)

### a. Board to Consider a motion to approve the executive session minutes from January 18, 2022 and February 15, 2022

**Motion:** O'Connor moved to approve the executive session minutes from January 18, 2022 and February 15, 2022, O'Malley seconded.

**Discussion:** Fichtel stated that the Trustees reviewed the minutes in executive session.

**Vote:**

Ayes: Carmichael, Donoghue, O'Connor, O'Malley, and Fichtel -- 5

Nays: 0

Absent: Booth and Krotiak -- 2

**Motion passed**

### b. Report on the need for confidentiality for all executive session minutes

Fichtel reported that the Board has decided to keep confidential all executive session minutes.

## 14) Adjournment:

**Motion:** O'Malley moved to adjourn at 7:27 p.m., Carmichael seconded.

**All in favor**

**Motion passed**

Respectfully submitted,

Julie Olsen on behalf of

Heather Booth

Westmont Public Library Board of Trustees, Secretary